
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2010-048

EXECUTIVE ASSISTANT

MSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 02 APR 10 Close of Business (COB)

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 4-year Statutory Tour at **NGB/A8E (ARLINGTON, VA)**. Must be Air Force Specialty Code (AFSC) **3D071/3S071**. Duties and Responsibilities: Administrative duties include (not limited to) the maintenance of all personnel files, personnel action processing. Prepares temporary duty (TDY) orders and staff packages, reviews and edits correspondence, monitors suspenses, and tracks and manages tasks using the Joint Application Staff Management System (JASMS), maintains directorate publications library and correspondence (email) files (physical and electronic). Responsible for tracking performance reports as well as awards and decorations. Serves as alternate executive officer for the Director and Deputy Director A8, managing personal and division schedules and calendars and office communications to the Director. Manages accounts for office supplies and travel for three divisions and executive office.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from

statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.”

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
